



Vendor Information for 2010

1. **LOCATION:** Conference and Community Center grounds located at 6427 Evers Rd., Leon Valley, Tx 78238
2. **OPERATIONAL TIME/DAY:** 9:30am – 4:30pm, 2nd Saturday of appropriate months as follows: 2010 – March 13, April 10, May 8, June 12 (NO EVENT IN JULY & AUGUST) September 11, October 9, November 13 and December 11, 2010.
3. **BOOTH SPACE:** Booth spaces are 10X10 square feet. Assigned on a first-come basis upon receipt of APPLICATION AND PAYMENT. Outside Spaces: Vendors using personal canopies and tents must be tied down and secured by vendor. City of Leon Valley is not responsible for any damage, theft or injuries to merchandise or vendors.
4. **SUGGESTED CATEGORIES:** Antiques, collectibles, MADE-BY-HAND arts and crafts, plants, fresh farm produce and fruit, unusually and unique items are recommended and approved the Trade & Market Day staff. Staff sets limits on percentage of total booths for each category.
PROHIBITED: "Commercial-made watches/jewelry/clothing," used clothing, firearms, live animals, any items made by mass-production (i.e. pottery, baskets). Please do not place staff in a position that will make it necessary to ask you to remove any/all prohibited items off your display table. All food sold must be licensed (\$10.00 permit fee) through the City of Leon Valley, Health Department. Staff has the final approval/disapproval on goods to be sold.
5. **SET-UP & TAKE-DOWN:** Set-up time begins at 6:00am on Saturday morning. Operating hours are from 9:30am to 4:30pm. BOOTHS MUST REMAIN OPEN FOR DURATION OF EVENT. MUST BEGIN BOOTH TAKE-DOWN AT 4:30PM
6. **ALL VENDORS:** Must arrive by 7:30am and be set-up and ready for business by 9:00am on Saturday. Any booths not occupied by 8:00am will be leased out to another vendor on a first-come basis.
7. **SHARING:** Of booth area or subletting must be approved by staff.
8. **VENDOR PARKING:** Upon completion of unloading items, vendor's vehicles must be parked in designated reserved area behind the Community Center. Parking spaces up front should be open for customer parking for your customers! Thanks for your cooperation!
9. **CANCELLATION/NO REFUND:** If a seven-day (7) cancellation notice is not given there will be no refund. Telephone Elvie Olivarri, Special Events Coordinator at (210) 521-2007, Ext 2 to advise of a cancellation notification. No refunds for a "rain day" – RAIN OR SHINE .. OUR EVENT WILL BE HELD!
10. **PAYMENT:** For booth space, tables, chairs and electricity must be paid by cash, money order or check along with the completed and signed vendor application. A \$25.00 fee will be charged for a NSF (insufficient funds) returned by vendor's bank. PLEASE DO NOT MAIL CASH. AFTER OFFICE HOURS: Applications along with payment may also be brought to our office located at 6417 Evers Rd. (Kinman House) AND DROP INTO THE MAIL-SLOT AT FRONT DOOR.
11. **VENDOR RESERVING:** Paying booth fees for the year will receive a 5% discount and first choice of available booth space.
12. **PARTICIPATING VENDORS:** First choice to reserve their space from available booth space for the following months may be paid at the end of the current Trade & Market Day. Payments should be paid by cash, money order or check.
13. **VENDOR DISPOSAL OF TRASH:** Generation of trash such as packing material, cardboard boxes, paper, any recyclable material should be placed in the large roll-off container at the Public Works yard behind the Community Center. Think Recycle!
14. **SALES TAX PERMIT:** All vendors will be required to show proof of active Sales and Use Tax Permit and must have Exhibitors/Business Name, or proof of exemption prior to issuance of a daily booth permit. SALES TAX IS 8.125%. It is the responsibility of the vendor to collect and report all sales tax.
15. **CONFIRMATION OF SPACE RESERVATION - PAYMENT REQUIRED.** A booth space information packet will be mailed the week prior to the event. If you sign up after that week, the information packet will be available at the Information Desk in the Conference Center on the day of the event. For additional information, please telephone Elvie Olivarri, Special Events Coordinator at (210) 521-2007, Ext. 2 or email at Elvie.Olivarri@leonvalleytexas.gov.

LEON VALLEY TRADE & MARKET DAYS

Vendor Application for 2010

Trade and Market Days Location is 6427 Evers Road, Leon Valley, TX 78238

Date: _____

Name: _____ Phone: _____ Cell #: _____

Business/Organization Name: _____

Address: _____ City/State/Zip: _____

Email: _____ Web Address: _____

Texas State Sales and Use Tax Permit Number: _____

(Copy of permit must be attached to this application)

*** DESCRIPTION OF GOODS TO BE SOLD *** (Must include photo(s) with application):

Suggested categories include antiques, collectibles, **MADE BY HAND** arts and crafts, plants, fresh farm produce, and unusual items as recommended and approved by the Trade & Market Days Staff. **No Flea Market Items.** Staff sets limits on number (percentage) of booths allowed for each category. **PROHIBITED:** commercial-made jewelry/watches/clothing, firearms, live animals, mass production items such as baskets & pottery, and used clothing. All food sold must be in keeping with the Leon Valley Health Department's regulations. **Staff members of City of Leon Valley have final say on goods to be sold.**

SATURDAY SET-UP starts at 6:00 a.m.

HOURS/DATES OF OPERATION: 9:30 a.m. TO 4:30 p.m. Second Saturday in March-June & September-December 2010

CHECK ALL MONTHS OF PARTICIPATION:

☐ March 13, 2010 ☐ April 10, 2010 ☐ May 8, 2010 ☐ June 12, 2010
☐ September 11, 2010 ☐ October 9, 2010 ☐ November 13, 2010 ☐ December 11, 2010

SELECTION OF RENTAL SPACE:

☐ **Indoor** 10x10 Space-\$45 ☐ **Covered Porch** 10x10 Space-\$40 ☐ **Outdoor** 10x10 Space-\$35

CHECK ADDITIONAL SERVICES:

☐ Electricity - \$3 ☐ Food License - \$10 (FOOD VENDORS ONLY)
☐ Table(s) - \$4 ea. ☐ # of Tables ☐ Chair(s) - \$3 ea. ☐ # of Chairs

Make Checks Payable to: CITY OF LEON VALLEY Amt. Enclosed \$ _____ Check# _____ Cash _____

Mail Application and Payment to: **City of Leon Valley**
Attn: Elvie Olivarri, Special Events Coordinator
6417 Evers Rd (Kinman House)
Leon Valley, Texas 78238

BOOTH PREFERENCE: _____ **OTHER NEEDS:** _____

Release Form

I hereby release Leon Valley from liability from any injuries to any vendor or employees, or for any loss or damage to personal property while participating in Leon Valley Trade and Market Days.

Signature _____

Date _____

For Office Use Only:

Date Received:	Category:	Date Approved:
Date Declined:	Amount & Date Paid:	By:
Receipt Number:		

Comments: _____